Public Access to Court Electronic Records (PACER) for Bankruptcy Courts

Users' Guide

Prepared By
The Administrative Office of the United States Courts
Office of Information Technology
Applications Management and Development Division

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Table of Contents

1. PACER

1.1 Introduction

The Federal Court system has introduced new services and technologies designed to provide the public with easier and better access to court information by allowing inquiries directly to a 'real time' copy of a court's entire bankruptcy database. The new system is easier to use, allows for modem speeds up to 33.6, and adds more features.

For a complete listing of available electronic public access services and telephone numbers, please refer to the "Directory of Public Access Services" listing available from the Clerk of Court (a copy may be attached to this manual).

In cooperation with this United States Bankruptcy Court, the Office of Information Technology of the Administrative Office of the U.S. Courts has redesigned the electronic public access system called PACER (Public Access to Court Electronic Records). PACER has been redesigned to allow you to make inquiries directly to a copy of the court's bankruptcy database. The previous version of PACER performed nightly or weekly extracts from the court's bankruptcy database, so the information which you retrieved was current only as of the previous day or week. This new version of PACER has an advantage over the previous version of PACER in that the data displayed to you is up-to-the-minute in its currentness -- you are accessing data directly from a copy of the court's database, which is continuously being updated with additions, deletions, and changes.

This system allows you to use a terminal or computer and modem to dial in to the court, connect to a special public information computer, and directly access official case information. The system can provide lists of cases, searched by name, as well as a comprehensive electronic record of key case information including official case docket entries, listings of parties, and registries of claims. You may save any of this information about thousands of cases on your own computer, or print it out in your office without even having to come to the court.

We think you'll find this to be very useful when you want quick, accurate information about current federal cases in the bankruptcy court. You can

- S *Track updates to a case of interest* - in a moment, you can check if anything has happened to one or perhaps several cases you are tracking.

- S *Get a printed summary of a case* - you can retrieve the public summary record of a typical case.

- S *Research case involvement by name* - for example, you can search for of all the cases where "ABC Manufacturing" is a litigant.

- S *Review a listing of cases opened the previous day, the previous week, or a range of dates you specify (depending upon the court-specified options)* - you can quickly review a list of new cases filed at the court.

S *Request listings of creditors for a particular bankruptcy case* - these can be printed in one of two formats: a "raw" data format, or a 1 or 3 column format suitable for printing mailing labels. These listings are called "creditor mailing matrices."

1.2 What You Need

You'll need the following equipment to access this service. Unfortunately, the court cannot provide assistance if you have trouble with your equipment. Please contact your equipment vendor or staff technician if you have difficulties with your in-office equipment and software.

1. Terminal, or Computer - A computer has the advantage that you could save downloaded data (case information) onto a disk for later review, printing, or even editing (such as with a word processor); however, even a very dumb terminal will suffice.

2. Printer - You'll find this indispensable for getting a hard copy of the information you receive. It is much easier to read a printed version, and it can serve as a file document for later reference.

3. Modem - We currently can accept 1200, 2400 and 9600 baud modems, up to 33.6 modem speed. Use the highest speed modem acceptable, if possible, because it makes the system more pleasant to use, particularly when downloading large docket reports. It is not possible to use the system at 300 baud. (If you are only able to use 1200 baud, try sending a (~BREAK~) to the system if you don't get an "ID:" prompt when you first connect.)

1.3 Technical Specification

Our system is set for 8 bits, 1 stop bit and no parity (some telecommunication packages, such as PROCOMM, may require 7 bits, 1 stop bit and even parity). Other than that, it is pure ASCII. If you don't know what these specs mean, try connecting with what you have. You may find it works just fine. If not, talk to your technical staff or vendor for assistance.

1.4 Downloading

If you are using a **computer** (rather than just a terminal), the easiest way to use the system is to set your communications software to perform a continuous save to disk[1] during the entire session. When you finish your session, you can edit the saved file (if necessary) and print it out for review and reference. If you prefer, you may begin the save-to-disk only after you have selected a case to get a docket report on (but before the report (y/n) question is answered). In this way, you can save just the report(s) in a file, so you won't have to edit extraneous lines later.

If you are using a **printing terminal** you'll of course have a printed version of the entire session. Often, a **dumb terminal** can also be set up to perform a continuous print. Either way, this gives you a paper copy of your

---

[1] For example, in Crosstalk this is called "capture to disk" and can be invoked by pressing "ESC" followed by "ca filename" and a return. See your terminal emulator software manual for instructions specific to your system.

session which you can read and perhaps file for later review.

1.5 Printing

We've taken out all hardware-specific codes from the output sent to you. This has the advantage that no matter what sort of printer or terminal/computer you use, you probably won't have much trouble printing the report. Note that formfeed codes (~CTRL~)(~L~) are used to separate the pages. Often this will automatically advance your printer to the next page, which is just what you want. If not, you can edit and paginate as necessary, using any editor or word processor you want.

The output is formatted for the 80 column screen image used in microfiche production, so you'll need a printer that can handle output at least that wide. Pagination is designed to be suitable for standard 11-inch paper, so this will probably work on your printer as is.

1.6 Information Currentness

The PACER system runs on a computer which is separate from the main court computer. This system contains a 'mirror' copy of the court's bankruptcy database. This 'mirror' copy is updated approximately once per minute with changes which are made to the database on the main computer. The PACER software accesses this 'mirror' database when you request case information, thus giving you up-to-the-minute bankruptcy case information. This also allows us to offer public service without slowing down the court operations (and offers the potential to expand public service in the future). There is a trade-off between currentness and responsiveness. Since this new version of PACER extracts and processes your requested case data 'while you wait', you will see a slightly slower response time than the previous version of PACER.

1.7 Cost

There is a fee associated with PACER access. Certain courts have adopted a "900" number approach to fees (with charges then appearing on your phone bill), while other courts issue a quarterly bill. You will need to contact the particular court in question to find out what method it uses to collect fees. The fee itself is the same at all courts: $0.60 per minute.

1.8 Time Limits

There is an "idle time" limit (how long you can stay connected without any activity) as well as a "session time" limit (how long your session can last). The "idle time" and "session time" limits are set by your court. Generally, you are allowed a session length of 10 to 15 minutes and an "idle" limit of about one and a half minutes, however your court may shorten or lengthen either or both of these time restraints. You are permitted to re-dial the service if you need more time. You will be warned when either limit is approaching.

1.9 Other Limits

You may run across other limits as to what you can get from this system. PACER allows the courts to define limits to maximum amounts of information which a user can view and other parameters, for PACER processing efficiency. These limits will be explained as necessary in section **2. About PACER Information**.

1.10 Processing Time

Since, when you make a request of PACER, you are actually extracting the data from a database and processing the data interactively, it may take several seconds, or longer, for you to get a response back from your request. In most instances, while major data extraction and processing is taking place, you will see the message 'Please stand by' on your screen. In general, the more data which you request to view, the longer extraction and processing will take. For example, for extracting case information using a participant's name, while there are no limits built in as to the maximum number of people and cases you are allowed to match at one time, you should try to type in a fairly complete name, and avoid searching on extremely common litigant names, since the more non-specific name which you enter will extract a larger number of matched names, causing processing time to increase.

1.11 Access Sign Up

In order to use the system, you'll need to contact the court to get some documentation (that's what you're reading, so you're halfway home) and an ID/password for the system.

1.12 When is PACER Available?

You can dial-in to get electronic docket information virtually around-the-clock. The system may be unavailable for a short time each day for system maintenance, or other reasons.

2. About PACER Information

2.1 BANCAP Case Numbers

If you are new at dealing with the court, you may not be familiar with the two-part bankruptcy case numbers used. All cases opened in a given year have the last two digits of the year as the first part of the case number followed by an ascending sequence number. Some courts have more specific protocols for assigning case numbers.

2.2 Accessing Case Information Using PACER

After you connect to PACER and enter your identification (id) and password, a 'welcome' message and a 'current information from the court' message will appear for several seconds, as shown below (this screen may not appear as shown -- the court has the option of modifying this screen as necessary). **This 'current information' screen gives you important information from the court and you are urged to read the information on this screen each time you log on**:

```
          WELCOME TO THE <court name>'s
                          PACER SYSTEM


<   Important messages from the court will appear here >
```

Next, a menu will appear listing the type of reports available in this court. This is called the **Home Menu**:

```
Information is current as of Apr 24.



        1. Case Information (basic case & party info., dockets, &
                         registry of claims)

        2. Listing of New Cases

        3. Registry of Claims (search by case number only!)

        4. Creditor Mailing Matrix Options

        5. Review Billing History

        6. Change Password

        7. Local Options

        9. Exit - Logout
```

```
                   Your selection->
```

This users' guide will explain only the first four options in the Home Menu: 1) Case Information Option, 2) Listing of New Cases option, 3) Registry of Claims option, and 4) Creditor Mailing Matrices Options option.

2.2.1 Case Information Option

The **Case Information** option allows you to view basic case information, including party/attorney, trustee, schedule/deadline, and docket information. You select the case to be viewed by entering either case number, case participant's name, case participant's social security number, or case participant's tax id.

If you would like to view case information, enter '1' at the 'Your Selection' prompt in the Home Menu screen above. The **Case Information** screen will prompt you for your selection, as shown below:

```
You may search by case number (i.e 91-12345), by name, by SSN, or by tax id
For individuals, enter the LAST name FIRST (i.e. Smith, John Calvin).
For businesses, enter the NAME of the business (i.e. Miller Engraving).



Enter number, name, SSN, or tax id ("q" to quit)

Your selection-->
```

Enter your selection. You can enter either a case number, a case participant name, a case participant's social security number, or a case participant's tax id:

2.2.1.1 Entering selection by case number:

If your selection contains from 2 to 7 numeric characters (the only non-numeric characters allowed in a case number are '-' and spaces), PACER determines you entered a case number.

If you enter a case number, enter it in format yy-sssss, where 'yy' equals case year (from 1 to 2 digits) and 'sssss' equals case sequence number (from 1 to 5 digits). You **must** enter the case number with a hyphen between case year and case sequence number. If your entry is all numeric without a hyphen, PACER assumes your entry is a ssn or tax id.

2.2.1.2 Entering selection by social security number or tax id:

If you enter a social security number, enter all digits of ssn, using hyphens between 3rd and 4th digits and 5th and 6th digits: 999-99-9999. Social security number **must** be in this format.

If you enter a tax id, enter the exact tax id, using a hyphen if it appears in the tax id (no alphabetic characters allowed).

If your selection contains only numeric characters ('-' and spaces are allowed), and PACER

determines your selection is not a case number, then PACER assumes your selection is either a social security number or a tax id. In this case, you will be displayed the following prompt:

```
Are you requesting a social security number or tax id selection?
Please enter 's' for 'SSN' or 't' for tax id ("q" to quit)
Your selection-->
```

Enter appropriate response: 's' or 't'.

If you enter a social security number, enter all the digits of the ssn, using hyphens between the 3rd and 4th digits and the 5th and 6th digits: 999-99-9999. The social security number **must** be in this format.

If you enter a tax id, enter the exact tax id, using a hyphen if it appears in the tax id (no alphabetic characters allowed).

2.2.1.3 Entering selection by participant's name:

If your selection contains any non-numeric characters (excluding '-' and spaces), PACER assumes your selection is a participant name.

PACER name selection is case insensitive. In other words, upper and lower case is not a factor when searching the database. When searching the database for a participant's name, PACER searches for all possible combinations of upper case and lower case characters. For example, if the participant's name on the database is:

McKinley Construction, Inc.

you could enter:

mCKinleY cOnstruction, iNc.
mCkInLeY CoNsTrUcTiOn, InC.

and PACER would find the participant.

If you enter a name, for individuals, enter the last name first followed by a comma, then first name followed by a space, then middle name followed by a space, then generation (e.g., Jr., III, etc.). When PACER searches the database for the person's name, the last name is searched for using the precise last name you entered , the first and middle names and generation fields will be searched for using a 'wildcard' search -- all entries on the database which begin with the characters which you entered in the name(s) and generation fields will be extracted. For example, suppose you entered:

smith, Carl D

for last, first, and middle name. If the following case participants were on the database, they would be extracted and displayed to you for selection in the PERSON SELECTION report (described later):

Smith, Carl Don
smith, carlos D
Smith, Carla Donna
Smith, Carl donald

As you can see, the extract only included case participants with a last name of 'Smith', however, all participants whose first name begins with 'Carl' and whose middle name begins with 'D' were selected.

If you enter by name, for businesses, enter the name precisely as it appears in the court's database, since the name you enter will be used as an exact match against the name on the court's database. A 'wildcard' search is also performed for businesses, matching any case participant on the database whose name begins with the characters you entered for the name. For example, suppose you wanted to select a case in which the following company was a participant on a case in the court's database:

Alice's Restaurant and Truck Stop

You could enter as a name selection 'Alice's Restaurant', 'Alice's Restaurant and Truck', 'Alice', 'Al', etc. -- any combination of the first through last characters -- and you would get 'Alice's Restaurant and Truck Stop' as a case participant.

A word of caution when entering cases by name -- be as precise as possible when enering a name. The more general the name, the more case participants will be selected, which means more processing time will be required to extract, and more participants from which you will have to select the desired participant.

Depending on your selection type, one of the following messages will be displayed on your screen as data for your selection is being extracted from the database:

```
Searching for case number.  Please stand by.
```

```
Searching for SSN.  Please stand by.
```

```
Searching for tax id.  Please stand by.
```

```
Searching for name.  Please stand by.
```

If you are selecting by participant name, social security number, or tax id, a PERSON SELECTION screen will next be displayed which lists case participants associated with the requested name, social security number, or tax id., from which you will choose the desired case participant. The following is an example of the PERSON SELECTION screen (in this example, the user entered name: **Smith, John** as the selection). Enter the number to the left of the desired participant's name to select :

```
                         PERSON SELECTION


1. Smith, John
2. Smith, John A. Jr.
3. Smith, John David
4. Smith, John Marshall
5. Smith, John Q
6. Smith, John W.
7. Smith, John a
8. Smith, Johnnie M
9. Smith, Johnnie M.
10. Smith, Johnnie M. II
11. Smith, Johnny


 Your selection (1-11, "q" to quit): 6
```

The CASE SELECTION screen will next be displayed, from which you will choose the desired case. The
CASE SELECTION screen lists all cases in which the person you selected in the PERSON SELECTION
report is a participant. The fields on the CASE SELECTION report are self-explanatory, except for the 'Arch'
field; an 'n' in this field indicates that the case is on a live database, a 'y' in this field indicates that the case
is on an 'archive' database. The following is an example of the CASE SELECTION screen in which entry #6
was selected from the PERSON SELECTION screen above:

```
                         CASE SELECTION

 NAME: Smith, John W.

    Case     Role  Judg     Ch Case Participants         Last Updtd Arch

1.  95-50118 db    pjm       7  John W. Smith             05/04/95    n
                                Shelly B. Smith
2.  95-5026  cc    pjm          ZZZZ, Inc.                03/27/95    n
                                John W. Smith
3.  95-5026  def   pjm          ZZZZ, Inc.                03/27/95    n
                                John W. Smith


 Your selection (1-3, "q" to quit)
```

You will next enter the number to the left of the desired case to select.

PACER will now have a case number to use from which to extract data, no matter whether you used case number, participant name, social security number or tax id to specify the case number. A screen will be presented to you which asks four questions (see example below); if you want party information, docket entries, or the registry of claims you **must** respond affirmatively to the first question 'Would you like case information for {*case number*}', otherwise processing of this case will be aborted and you will be returned to the screen which requests you to enter a case number, participant name, social security number, or tax id.

The case information reports were designed to provide concise standard summaries of the official case record. The following is a sample session -- comments have been added before each block (text in a 'block' represents what you will see on the screen) to further explain the contents of the block. Your responses are in **bold** print:

```
Would you like case information for 95-50021 (y/n)? y
Would you like party information for 95-50021 (y/n)? y
Would you like to see the docket entries (y/n)? y

As of 04/25/97 there have been a total of 5 claims entered.
Would you like to see the claims register (y/n)? y
```

The statement below indicates that PACER is collecting data for your case and formatting the case information report:

```
Processing case summary for case 95-50021.  Please stand by.
```

When case information is ready to be displayed, the following report will scroll onto your screen:

```
                    Southern Dist of North

 Bankruptcy Case:  95-50021   Chapter: 7  Office: St. Thomas
 Title: In re: John W. Smith and Shelly B. Smith
 Judge:  Paul J. Milton
 Filed:  01/23/95  Term:  **/**/**   Reopen:  **/**/**
 Reterm:  **/**/**  Discharged:  **/**/**  Asset:  no
 Fee:  Paid       Voluntary   Joint   County:  Gillette
 Flags:


 Nature of Debtor: consumer
 Status:  10/04/95 Awaiting Closing Order

Trustee:   Randy L. Roberts
           P.O. Box 123
           Greybull, WY  82426-0000
Trustee Phone: (307) 555-4433
```

PACER will now collect party/attorney data and format the party/attorney report. When

party/attorney data is ready to be displayed, you will be prompted to press the <RETURN> key:

```
Collecting party information.  Please stand by.




 Press <RETURN> to continue
```

Pressing the <RETURN> key will scroll the party/attorney report onto your screen:

```
Party                              Attorney

John W. Smith [222-33-4444] [db]   Gregg Payton
dba                                999 East 2nd, Suite 999
ZZZZ, Inc.                         Casper, WY 82601
3456 Rodeo Drive                   Phone: 307-555-2949
Gillette, WY 82718


Shelly B. Smith [333-44-5555]      Gregg Payton
[jdb]                              999 East 2nd, Suite 999
3456 Rodeo Drive                   Casper, WY 82601
Gillette, WY 82718                 Phone: 307-555-2949

```

PACER will now collect schedule/deadline data and format the schedule/deadline report. PACER has the ability to extract all schedule/deadline information for the case, however, the court determines a maximum number of schedule/deadline records which a user will be permitted to view. Schedule/deadline records are presented to the user in newest to oldest set date order. When schedule/deadline data is ready to be displayed, you will be prompted to press the <RETURN> key.

```
Collecting schedule and deadline information.  Please stand by.



 Press <RETURN> to continue
```

Pressing the <RETURN> key will scroll the schedule/deadline report onto your screen. After you have finished viewing schedule/deadline information and you would like to continue, press the <RETURN> key:

```
            --- Schedule and Deadline Information ---

10/21/95   Objections To Discharge
08/25/95   at 03:00 pm First Meeting Federal Building Casper WY


 Press <RETURN> to continue
```

Docket Text

PACER will now collect docket text data.

```
Collecting docket text data for case 95-10021.  Please stand by.
```

When docket text data has been collected, you will be prompted to specify your docket text selection criteria:

```
You may select all docket entries, a specific document number (i.e 10),
a specific date (i.e. 02/22/95), or a date range (i.e. 05/08/95-05/14/95)

Enter all, document number, specific date,
or begin date and end date ("q" to quit)
Your selection--> all
```

After you have specified docket text selection criteria, PACER will format the docket text you have selected into a docket text report. When the docket text report is ready to be viewed, you will be prompted to press the <RETURN> key, which will display the complete docket text report to you. If you wish to view only a portion of the report, enter the number of lines of the report which you would like to view, then press the <RETURN> key, and the number of lines you specified will be displayed to you. Note that the number after 'default =' is the total number of lines in the docket text report, not the number of docket entries.   To view the complete docket text report, you can simply press the <RETURN> key :

```
Processing docket entries for 95-50021
Please wait
Please press <RETURN> to see docket entries
Enter number of docket lines [default =     275 lines]
```

When the docket text report is ready, the following prompt will appear on your screen. To view the report one page at a time, enter 'p'. To list the report in a continuous stream, enter 'c'.

```
Would you like to see the docket entries in
paginated or continuous format (p/c)? c
```

The docket text report will now be displayed to you in the requested format. When you are finished viewing the docket text report, press the <RETURN> key:

```
          -------------------------------------------------------
           Docket Entries for Case 95-50021  pjm   Chapter 7


          -------------------------------------------------------

02/06/95 10       Statement of Financial Affairs, Schedules A-J, Summary of
                  Schedules and Declarations Re: [2-1] Voluntary Petition
                  Filed by: Greg Payton for Debtors Shelly B. Smith and
                  John W. Smith (dl) [EOD 02/07/95]

01/26/95 9        Clerk's Certificate of Mailing Re: [8-1] Creditor Meeting;
                  # of Notices: 35. (dl) [EOD 01/26/95]

01/26/95 8        Meeting of Creditors Scheduled For 2:00 3/13/95 At Room
                  9999, 999 East B Street, Casper; Last Day to File Proofs Of
                  Claim: 6/11/95 (dl) [EOD 01/26/95]

01/25/95 7        Notice of Section 341 Meeting. (dl) [EOD 01/26/95]

01/25/95 6        Clerk's Certificate of Mailing Re: [5-1] Notice To Dismiss
                  # of Notices: 4. (dl) [EOD 01/26/95]

01/25/95 5        Notice of Dismissal. (dl) [EOD 01/26/95]

01/23/95 4        Disclosure of Compensation By Attorney For Debtor In the
                  Amount of $500.00. (dl) [EOD 01/26/95]

01/23/95 3        Notice Fees Paid. Amount Paid: $30.00 Receipt #1829. (dl)
                  [EOD 01/26/95]

01/23/95 2        Voluntary Petition missing documents: Statement of
                  Financial Affairs, Schedules A-J, Summary of Schedules and
                  Declarations, Debtor's (Shelly (Social Security Number Due on
                  2/4/95 (Filing Fee $130.00 Receipt #1829) (dl) [EOD
                  01/26/95]

01/23/95 1        Notice to Individual Consumer Debtor. (dl) [EOD 01/26/95]

 Press <RETURN> to continue
```

Claims Register

The following prompt requests you to enter the selection criteria for viewing claims registers (you will only receive this prompt if the requested case has claims registers):

```
You may select all claims, a specific claim number, a claim range,
or press "q" to quit.
Enter all, claim number, a range, or "q"
Your selection-->
```

The claims register data you requested above will now be collected and the claims register report will be generated:

```
Processing claims register for case 95-10021.  Please stand by.
```

When the claims register report is ready, the following prompt will appear on your screen. To view the report one page at a time, enter 'p'. To list the report in a continuous stream, enter 'c'.

```
Would you like to see the claims register
in paginated or continuous format(p/c)?
```

The claims register report will now be displayed on the screen. When all requested claims registers have been viewed, press <RETURN> and you will be returned to the menu which requests you to enter a case number, participant name, social security number, or tax id.:

```
                          Southern Dist of North
                             CLAIMS REGISTER

04/25/97    Last Date to File Claims: 06/11/95    95-50021       Page   1
Last Date to File Claims for Governmental Unit: **/**/**
John W. Smith
Shelly B. Smith
-------------------------------------------------------------------------------
Name and Address of Claimant        Amount of Claims          Remarks
                                    Filed and Allowed
-------------------------------------------------------------------------------
No:  1      Filed: 02/02/95         Filed Amt:
                                    5,270.13  uns   (n/a)
FARWEST BANK                                        (n/a)
P.O. Box 1234                                       (n/a)
Billings, MT  59117                                 (n/a)
                                                   Acct #
                                                   9198535(814)265

-------------------------------------------------------------------------------
No:  2      Filed: 02/02/95         Filed Amt:
                                    7,374.72  sec   (n/a)
BIG Co., Inc                                        (n/a)
P.O. BOX 99999                                      (n/a)
BILLINGS, MT. 59103                                 (n/a)
                                                   Acct # 240 0400 04241
-------------------------------------------------------------------------------
No:  3      Filed: 02/07/95         Filed Amt:
                                    1,114.12  sec   (n/a)
ABC Bank of Wyoming                                 (n/a)
Bankruptcy Specialist                               (n/a)
P.O. Box 12-A1                                      (n/a)
Cheyenne, WY  82003-1285
-------------------------------------------------------------------------------
No:  4      Filed: 02/21/95         Filed Amt:
                                      48.50  uns   (n/a)
AL'S PAINT-WALLPAPER                                (n/a)
413 S. FISHER HWY                                   (n/a)
GILLETE, WY                                         (n/a)
-------------------------------------------------------------------------------
No:  5      Filed: 02/21/95         Filed Amt:
                                     936.35  uns   (n/a)
XYZS, Inc. (2/21/95)                               (n/a)
```

```
 d/b/a Check Writing  Systems                                 (n/a)
 876 S. 9th, Suite A                                          (n/a)
 Gillette, WY  82716
 -----------------------------------------------------------------------
Press RETURN to continue:
```

After all the case information has been displayed for your selected case, if you had selected by case number you will be returned to the screen in the Case Information option which requests you to enter a case number, participant name, social security number, or tax id. If you had selected by participant name, social security number, or tax id, you will be returned to the CASE INFORMATION screen. To return to the Home Menu, follow the instructions on each screen.

2.2.2 Listing of New Cases Option

The **Listing of New Cases** option allows you to view certain case information for cases which have been entered into the court's database during a specified range of docket dates. It is generally used to view new cases which have been entered the previous day or previous week. Output can be in 'raw data' format, or a formatted report, depending on which option you specify when running the Listing of New Cases option. Output is sorted first by docket date, then by case year/sequence number. Only debtor, joint debtor, plaintiff, and defendant participants are listed in the Listing of New Cases report.

PACER is designed so that the court has various options which allow the court to:

> 1. permit the user to enter their own range of dates for extracting new case data on an immediate basis.

> > or

> 2. automatically generate new cases files for cases which were entered into the court's database, on a daily or weekly basis, and allow the user to view these daily or weekly files.

> > or

> 3. permit the user to access both of the above options.

When you run the **Listing of New Cases** option, you will be able to determine which of the above options your court has decided to offer.

If you would like to run the **Listing of New Cases** option, enter '2' at the 'Your Selection' prompt in the Home Menu screen. One of the following three prompts will appear, depending on which of the above three options for which your court is set up. To select an option, choose the number to the left of the option text :

```
1.  Request Case List for Immediate Processing

Press '1' to select this option, press <RETURN> to return to previous menu.

Your selection-->
```

<div align="center">OR</div>

```
1.  Display Available Case Listings Already Processed

Press '1' to select this option, press <RETURN> to return to previous menu.

Your selection-->
```

<div align="center">OR</div>

```
1.  Request Case List for Immediate Processing
2.  Display Available Case Listings Already Processed
3.  Return to Main Menu


Your selection-->
```

2.2.2.1 Request Case List for Immediate Processing Option.

If you select the option 'Request Case List for Immediate Processing', then the following two prompts will be displayed to you. Select the appropriate response according to the format in which you would like to view the data:

```
You may select formatted report or data files.

 Enter "r" for report or "d" for data

 Your selection-->
```

```
Would you like to see the output in paginated or continuous format?

 Enter 'p' for paginated or 'c' for continuous.

 Your selection-->
```

Next, you will be promted for the starting and ending dates (docket dates) of the date range for which you would

like to view cases. Date format must be in month/day/year format of (m)m/(d)d/yy -- where month and day are 1 to 2 digits and year is either 2 or 4 digits. If the ending date is the same as the starting date, you can press the <RETURN> key when prompted for the ending date. The court has the option of limiting you as to the maximum number of days in a date range:

```
Please enter a range of filing dates
for which you would like to see the New Cases Listing.

To run New Cases Listing for a single date,
press <RETURN> at 'end date' prompt.
Format for dates:  mm/dd/yy


Enter starting date: 11/14/96
Enter ending date: 11/15/96
```

If the dates you entered are valid, you will next be requested to stand by while PACER extracts and processes the case data for the cases in your range of dates:

```
Processing New Case Listing.  Please stand by.
```

When the data is ready to be viewed, the report or raw data file will be displayed as shown in examples below:

Report Format:

```
   Date Range:  11/14/96-11/15/96                                Page    1

                    U. S. BANKRUPTCY COURT -  District of Madison
                              NEW CASES LISTING

   Case                                                   Filing
   Number   Party Name                    SSN/Tax ID      Date    Ch
   ---------------------------------------------------------------------
   96-10101  East, John                   234-56-7890  11/14/96  7
             433 Rustic Lane
             Los Boonies, TX 87654

             East, Laurie                 123-44-5555  11/14/96  7
             433 Rustic Lane
             Los Boonies, TX 87654

   96-10102  Johnsonn, Marlyne            998-76-5544  11/14/96  7
             4532 Wisei Ave.
             San Antonio, TX 78239-1234

   96-10103  Kowinski, Patty Z.                        11/14/96  7
             426 Tomboid St.
             San Antonio, TX 78000

   96-10104  Badenov, Boris                            11/14/96 11
             5432 Nogoodnik
             Pottsylvania, TX 34567

             Fatale, Natasha                           11/14/96 11
             5432 Nogoodnik
             Pottsylvania, TX 34567

   96-10105  Bean, Pamela Z.              333-44-5555  11/15/96  7
             4322 Sunnyland Rd.
             San Antonio, TX 76534

   96-10106  Duck, Daffy                  333-33-3333  11/15/96  7
             1236 Summit Street
             Evanston, TX 82930


End of Report

Press <RETURN> to continue.
```

Data format:

```
96|10101|7 |11/14/96|District of Madison|East|John|||234-56-7890||433 Rustic Lan
e|||Los Boonies|TX|87654|0
96|10101|7 |11/14/96|District of Madison|East|Laurie|||123-44-5555||433 Rustic
Lane|||Los Boonies|TX|87654|0
96|10102|7 |11/14/96|District of Madison|Johnsonn|Marlyne|||998-76-5544||4532 Wi
sei Ave.|||San Antonio|TX|78239|1234
96|10103|7 |11/14/96|District of Madison|Kowinski|Patty|Z.||         ||426 Tom
boid St.|||San Antonio|TX|78000|0
96|10104|11|11/14/96|District of Madison|Badenov|Boris|||         ||5432 Nogoo
dnik|||Pottsylvania|TX|34567|0
96|10104|11|11/14/96|District of Madison|Fatale|Natasha|||         ||5432 Nogo
odnik|||Pottsylvania|TX|34567|0
96|10105|7 |11/15/96|District of Madison|Bean|Pamela|Z.||333-44-5555||4322 Sunny
land Rd.|||San Antonio|TX|76534|0
96|10106|7 |11/15/96|District of Madison|Duck|Daffy|||333-33-3333||1236 Summit
Street|||Evanston|TX|82930|0



 End of File

Press <RETURN> to continue.
```

After you are finished viewing either the report or data, press the <RETURN> key to return to the menu. You will be returned to the menu which requests you to select the Listing of New Cases option.

2.2.2.2 Display Available Case Listings Already Processed Option.

If you select the option 'Display Available Case Listings Already Processed', then a list of the available case listings will be displayed to you, giving the range of docket dates covered by each file. These are case listings which have been automatically generated by the court, either on a daily or weekly basis. You will be prompted to select one of the available files to view. The following is an example of this screen:

```
 You may select a file from the avaliable list
 of files below.

1. 01/04/93-01/04/93
2. 01/05/93-01/05/93
3. 01/06/93-01/06/93
4. 01/07/93-01/07/93
5. Date Range  ALL DATE RANGES 1 thru 4

 Default range is 4.

 Enter Selection (1-5, <RETURN> for default, "q" to quit)
```

To make a selection, enter the number to the left of your choice. You will then be presented the screen which prompts you for 'report' or 'data' format and 'paginated' or 'continuous' format, as in section **2.2.2.1 Request Case List for Immediate Processing Option**. After you make these selections for format, the data for the date range you selected will be displayed, the same as it is in section **2.2.2.1 Request Case List for Immediate Processing Option**.

After all data has been displayed, you will be returned to the selection screen above .

2.2.3 Registry of Claims Option

You can view claims registers using the Case Information option (see section **2.2.1 Case Information Option**). However, if you want to view only claims registers you can enter selection '**3 -- Registry of Claims**' from the Home Menu. This option allows you to select by case year/number only. If you would like to select by participant name, social security number, or tax id, you will have to use the Case Information option.

If you enter '3' for Registry of Claims from the Home Menu, you will be presented the following screen, which prompts you to enter your requested case number:

```
** Report as of {current date} **

You may search by case number only (i.e. 88-12345)
If you are unaware of the case number,
please use the Case Information selection.

Enter number ("q" to quit)
Your selection-->
```

Enter your requested case number according to the format described in section **2.2.1.1 -- Entering your selection by case number**.

Next, screens will appear as they do for claims register processing in the Case Information option.

The following prompt requests you to enter the selection criteria for viewing claims registers:

```
You may select all claims, a specific claim number, a claim range,
or press "q" to quit.
Enter all, claim number, a range, or "q"
Your selection-->
```

The claims register data you requested above is now being collected and the claims register report is being generated:

```
Processing claims register for case 95-10021.  Please stand by.
```

When the claims register report is ready, the following prompt will appear on your screen. To view the report one page at a time, enter 'p'. To list the report in a continuous stream, enter 'c'.

```
Would you like to see the claims register
in paginated or continuous format(p/c)?
```

The claims register report will now be displayed on the screen:

```
                       Southern Dist of North
                         CLAIMS REGISTER

04/25/97    Last Date to File Claims: 06/11/95    95-50021      Page    1
Last Date to File Claims for Governmental Unit: **/**/**
John W. Smith
Shelly B. Smith
-----------------------------------------------------------------------
Name and Address of Claimant       Amount of Claims        Remarks
                                   Filed and Allowed
-----------------------------------------------------------------------
No:  1      Filed: 02/02/95        Filed Amt:
                                   5,270.13  uns   (n/a)
FARWEST BANK                                       (n/a)
P.O. Box 1234                                      (n/a)
Billings, MT  59117                                (n/a)
                                                  Acct #
                                                  9198535(814)265
-----------------------------------------------------------------------
No:  2      Filed: 02/02/95        Filed Amt:
                                   7,374.72  sec   (n/a)
BIG Co., Inc                                       (n/a)
P.O. BOX 99999                                     (n/a)
BILLINGS, MT. 59103                                (n/a)
                                                  Acct # 240 0400 04241
-----------------------------------------------------------------------
No:  3      Filed: 02/07/95        Filed Amt:
                                   1,114.12  sec   (n/a)
ABC Bank of Wyoming                                (n/a)
Bankruptcy Specialist                             (n/a)
P.O. Box 12-A1                                     (n/a)
Cheyenne, WY  82003-1285
-----------------------------------------------------------------------
No:  4      Filed: 02/21/95        Filed Amt:
                                      48.50  uns   (n/a)
AL'S PAINT-WALLPAPER                               (n/a)
413 S. FISHER HWY                                 (n/a)
GILLETE, WY                                        (n/a)
-----------------------------------------------------------------------
No:  5      Filed: 02/21/95        Filed Amt:
                                     936.35  uns   (n/a)
XYZS, Inc. (2/21/95)                               (n/a)
d/b/a Check Writing  Systems                      (n/a)
876 S. 9th, Suite A                               (n/a)
Gillette, WY  82716
```

```
   -----------------------------------------------------------------------
Press RETURN to continue:
```

After all claims registers have been viewed, press the <RETURN> key and you will be returned to the screen which prompts you to enter a claims register case number. To return to the Home Menu, enter 'q' to quit.

2.2.4 Creditor Mailing Matrix Options

The **Creditor Mailing Matrix Options** allow you to view creditor matrix data in either a 'raw' (or unprocessed format), a 'one column label' format, or a 'three column label' format. Raw data is useful for those users who wish to process data into a custom format.

When you enter '4', from the Home Menu screen, you will first briefly see the following screen displayed:

```
Processing.  Please stand by.
```

followed by the screen below:

```
Creditor Mailing Matrices

Please select one of the following options:

1.  Request Mailing Matrices for Immediate Processing
2.  Request Mailing Matrices for Overnight Processing
3.  Display Processed Overnight Mailing Matrices Requests
4.  Delete Overnight Mailing Matrices Requests
5.  Status of Overnight Mailing Matrices Requests

9.  Return to Main Menu

Your selection-->
```

A brief explanation of each option follows:

> **1. Request Mailing Matrices for Immediate Processing**. This option allows you to enter a case number for which you want to view the creditor matrices. Your request will be processed immediately, so that you can view the matrices during your current PACER session. For a detailed explanation of the screens associated with this option, see section **2.2.4.1 Request Mailing Matrices for Immediate Processing**.

> **2. Request Mailing Matrices for Overnight Processing**. This option allows you to enter one or more case numbers (up to a court-determined maximum number of case numbers) for which you want to view the creditor matrices. Your request(s) will be processed overnight and the creditor matrix file(s) for your requested case(s) will be available to view the next day. Your creditor matrix files will be kept

for a court-determined maximum number of days, so if you do not view your creditor matrix files the next day, you will probably be able to view them at a later date. When you enter your case number, a display indicates the number of days your creditor matrix files will be kept. Options 3, 4, and 5 in the Creditor Mailing Matrices screen (described below) are associated with overnight creditor matrix processing and allow you to:

1) display your overnight creditor matrix files,
2) delete overnight creditor matrix requests, and
3) check the status of your creditor matrix requests, respectively.

For a detailed explanation of the screens associated with this option, see section **2.2.4.2 Request Mailing Matrices for Overnight Processing**.

3. Display Processed Overnight Mailing Matrices Requests. This option allows you to view your processed overnight creditor matrix requests in:

1) raw data format,
2) 1 column format, or
3) 3 column format

For a detailed explanation of the screens associated with this option, see section **2.2.4.3 Display Processed Overnight Mailing Matrices Requests**.

4. Delete Overnight Mailing Matrices Requests. This option allows you to delete creditor matrix requests. This will most often be used to delete creditor matrix requests when you no longer need the creditor matrix file, or when you need to delete requests because you have reached the maximum number of requests and you would like to enter another request.

5. Status of Overnight Mailing Matrices Requests. This option gives you the status of your creditor matrices requests. There are 4 status messages which a request can have. They are:

New Request -- which indicates that your request has not yet been processed

Request unsuccessful -- which indicates that your request was unable to be processed (probably because there were no creditors for the requested case)

Request successful, matrix not yet viewed -- which indicates that your request has been processed, but you have not yet viewed the matrices

Request successful, matrix has been viewed -- which indicates that your request has been processed and you have previously viewed the matrices

2.2.4.1 Request Mailing Matrices for Immediate Processing. If you select '1' from the Creditor Mailing Matrices screen above, you will receive the following prompt for case number (example below uses case number 92-20209):

```
 1.  Request Mailing Matrices for Immediate Processing
Enter case number for requested creditor matrix (i.e. 91-12345): 92-20209
```

Enter your requested case number in the *yy-sssss* format described in section **2.2.1.1 -- Entering your selection by case number**. You will receive the following prompt:

```
You have entered case number 92-20209.  Is this correct? (y/n)
```

If incorrect, enter 'n' and you will be prompted for the case number again; if correct, enter 'y' and the creditors will be collected. This may take a few seconds. Once the creditors are ready to be displayed, you will receive the following prompt:

```
Would you like to see the data in 1-column,
3-column label format, or in raw data format?

Please enter '1' for one column,'3' for three column, or 'r' for raw data.
If you do not wish to display this matrix, enter 'q' (default='1').
Your selection-->
```

Enter either '1', '3' or 'r', depending on which format you would like (enter 'q' to quit and you will be returned to the main Creditor Mailing Matrices menu). If you enter '1', '3', or 'r', you will receive the following prompt:

```
If you have not done so already, activate text-capturing now.
Press <RETURN> to begin displaying the matrix...
```

Once you press <RETURN>, the requested creditor matrix will be displayed in the format which you requested. The following are examples of the 3 formats of the creditor matrix report:

Raw format:

```
92-20209|Jones & Jones, Inc|Cheyenne, WY 82003||||
92-20209|Bessie L. Bashburn|Rte. 9, Box 55A|Torrington, WY  82240|||
92-20209|Georg Bensen|9876 Evans Avenue|Cheyenne, WY  82001|||
92-20209|US West|Denver, CO 80244-OOOl||||
92-20209|Unipac|PO Box 1649|Denver, CO 80201|||
92-20209|Torrington Medical Group|1941 E. A St.|Torrington, WY 82240|||
92-20209|State Of Wyoming|Public Assistane & Social Svcs|Hathway Bldq.|Cheyenne,
 WY 82001||
92-20209|Z. Douglas Blitz|123 West 32nd Ave.|Torrington, WY  82240|||
92-20209|Platte River Cable|113 S. College Ave., Ste. A|Fort Collins, CO 80524-2
808|||
```

Records contain seven fields, and are separated by newlines. Fields are separated by vertical bar, or "pipe", characters.

One column label format:

```
Jones & Jones, Inc.
Cheyenne, WY 82003




Bessie L. Bashburn
Rte. 9, Box 55A
Torrington, WY  82240




Georg Bensen
9876 Evans Avenue
Cheyenne, WY  82001




US West
Denver, CO 80244-OOOl




Unipac
PO Box 1649
Denver, CO 80201




Torrington Medical Group
1941 E. A St.
Torrington, WY 82240




State Of Wyoming
Public Assistane & Social Svcs
Hathway Bldq.
Cheyenne, WY 82001




Z. Douglas Blitz
123 West 32nd Ave.
Torrington, WY  82240
```

```
Platte River Cable
113 S. College Ave., Ste. A
Fort Collins, CO 80524-2808
```

Each address is given six lines. Unused lines remain blank.

Three column label format:

```
Jones & Jones, Inc       Bessie L. Bashburn       Georg Bensen
Cheyenne, WY  82003      Rte. 9, Box 55A          9876 Evans Avenue
                         Torrington, WY  82240    Cheyenne, WY  82001




US West                  Unipac                   Torrington Medical Grou
Denver, CO 80244-OOOl    PO Box 1649              1941 E. A St.
                         Denver, CO 80201         Torrington, WY 82240




State Of Wyoming         Z. Douglas Blitz         Platte River Cable
Public Assistane & Soci  123 West 32nd Ave.       113 S. College Ave., St
Hathway Bldq.            Torrington, WY  82240    Fort Collins, CO 80524-
Cheyenne, WY 82001
```

Creditors are displayed in order from left to right across the screen.

After your creditor matrix has been displayed, you will receive the prompt:

```
Press <RETURN> to continue...
```

Pressing the <RETURN> key will send you back to the main Creditor Mailing Matrices screen.

2.2.4.2 Request Mailing Matrices for Overnight Processing. If you select '2' from the Creditor Mailing Matrices screen above, a prompt similar to the one shown below will be displayed, which indicates cases for which you currently have matrix requests:

```
 2.   Request Mailing Matrices for Overnight Processing



 Number of requests in user file:    5
 Maximum number allowed:             10

 List of cases in request file:


         1.   91-10313            3.   92-20019            5.   92-20210
         2.   92-02000            4.   92-20209



Please enter a case number for which you would like a mailing matrix,
or "q" to quit and return to the Creditor Mailing Matrices menu.



Your selection--> 91-10315
```

The above screen indicates how many requests you currently have, the maximum number of requests you are allowed to have (a court-determined value), and the cases for which you currently have requests. If you do not have the maximum number of requests, you are prompted for a case number. If you do have the maximum number of requests, you are informed of this, and requested to delete unneeded requests (see section **2.2.4.4. Delete Overnight Mailing Matrices Requests** for information on deleting requests) in order to enter new requests.

Once you make your case number selection, the following prompt will be displayed:

```
You have entered case number 91-10315.   Is this correct? (y/n)? y
```

Your selected case will be edited against the court's database to be sure your case is on the database. If the case does not exist on the database, you will be informed of that and requested to enter another case. If the case was found on the database, the following screen will be displayed:

```
Matrix will be automatically deleted after {XX} days
Submit overnight matrix job
```

```
Press <RETURN> to continue...
```

Pressing the <RETURN> key will return you to the main Creditor Mailing Matrices menu.

Note: XX in above screen indicates the maximum number of days the court allows your creditor matrix file to remain on the system. After your creditor matrix file has been on the system the maximum number of days, it is automatically deleted. Whenever a creditor matrix file has been automatically deleted by the system, you will receive the following screen the next time you request the Creditor Mailing Matrix option from the Home Menu. This will appear before the Creditor Mailing Matrix screen. In this example, creditor matrix request for case 91-10315 has been automatically deleted because it was more than 7 days old:

```
Processing.  Please stand by.

            ATTENTION:


  The following completed overnight matrix requests
  have been removed from your request file
  because the matrix file has been on the
  system longer than the maximum of 7
  days allowed by the court.

9110315

  If you wish to view the creditors for the above
  cases, please resubmit the request for a creditor
  matrix.


  Press <RETURN> to continue...
```

Pressing the <RETURN> key from the above screen causes processing to continue by displaying the main Creditor Mailing Matrices screen.

2.2.4.3. Display Processed Overnight Mailing Matrices Requests. If you select '3' from the Creditor Mailing Matrices screen, a prompt similar to the one shown below will be displayed, which indicates cases for which you currently have matrix requests:

```
3.   Display Processed Overnight Mailing Matrices Requests


List of available matrices:



     1.  91-10313*           3.  92-20019*           5.  92-20210*
     2.  92-02000            4.  92-20209*
Asterisk denotes a matrix that has already been viewed.



Please select a case from the list above,
using the number to the left of the case number,
or "q" to quit and return to the Creditor Mailing Matrices Menu.


Your selection-->
```

To select a case, use the number to the left of the desired case. Any case for which you have requested creditor mailing matrices on the same day as you are displaying the above screen will not be displayed in this list of cases, since the request has not been processed and there is no data available to be displayed. An asterisk next to a case indicates that you have previously viewed the case data.

After you have entered your selection, if there are creditors in the creditor mailing matrix file, processing will continue as in option 1, **Request Mailing Matrices for Immediate Processing**, with the screen which requests raw, 1 column, or 3 column format. After the creditor matrix has been displayed, pressing the <RETURN> key will send you to the option 3, **Display Processed Overnight Mailing Matrices Requests** sceen.

If there are no creditors in the creditor mailing matrix file, or there was a problem extracting the data, you will receive the following message:

```
Sorry.  An error occurred retrieving the creditor matrix for requested case

 Press <RETURN> to continue...
```

Pressing the <RETURN> key will send you to the option 3, **Display Processed Overnight Mailing Matrices Requests** sceen.

2.2.4.4. Delete Overnight Mailing Matrices Requests. If you select '4' from the Creditor Mailing Matrices screen, a prompt similar to the one shown below will be displayed, which indicates cases for which you currently have matrix requests:

```
4.   Delete Matrix Requests



         1.   91-10313              3.   92-02001              5.   92-20209
         2.   92-02000              4.   92-20019              6.   92-20210


Make sure to check the status of a request before deleting it!



Enter the number of the request you would like to delete.
Use the number to the left of the case number to be deleted.
Enter a '0' if you wish to delete all the requests
for which you have viewed data.  Otherwise, enter "q"
to quit.


-->
```

To delete a request, enter the number to the left of the case number to be deleted. To delete all requests, enter '0' (zero). After you enter your selection, the request will be deleted from your request file and the corresponding creditor matrix file will be deleted from the system. You will then be shown the **Delete Matrix Requests** screen again, without the deleted request(s).

If you attempt to delete a request which was entered the same day as the deletion request, OR if you attempt to delete a request which you have not viewed yet, you will receive one of the following prompts, respectively:

```
That is a new request and,
data has not been returned for it yet.  Do you still wish
to delete this request (y/n, <return> = n)?
```

OR

```
You have not yet viewed the mailing matrix for that case.
Do you still wish to delete this request? (y/n, <return> = n)?
```

Entering a 'y' to either of these prompts will delete the request. Entering an 'n' or <RETURN> will abort the deletion request. Whether you enter a 'y' or 'n', you will be returned to the **Delete Matrix Requests** screen, which will indicate the new status of the creditor matrices requests (deleted requests will no longer be displayed).

2.2.4.5. Status of Overnight Mailing Matrices Requests. If you select '5' from the Creditor Mailing Matrices screen, you will be shown the status of each request in your request file. An example of a status

request is shown below:

```
  5.   Status of Overnight Mailing Matrices Requests




Case Number     Status                                      Status Date
------------------------------------------------------------------------
91-10313        Request successful, matrix has been viewed   04/28/97
92-02000        Request unsuccessful (no data returned)      05/12/97
92-02001        Request unsuccessful (no data returned)      05/12/97
92-20209        Request successful, matrix has been viewed   04/11/97
92-20210        Request successful, matrix not yet viewed    05/12/97



Press <RETURN> to continue...
```

The 'status date' indicates the date the request received its current status. For an explanation of the status messages, see previous general explanation of **Status of Overnight Mailing Matrices Requests**.

Pressing the <RETURN> key will return you to the **Creditor Mailing Matrices** screen.

2.2.5 Local Options

This option permits the court to add any options which your court chooses to use. These could include calendars, local rules, etc. You should always review the selections under Local Options.

2.3 Getting Answers to Questions

If you have questions about the information the court is providing (how far back does the data go, how long does it take a motion filed to appear on this system, or a question about a docket entry) you can contact the court directly.

Unfortunately, neither the court nor the Administrative Office has the resources to provide extensive technical assistance. If you have trouble getting your PC to communicate, or similar troubles such as basic difficulties using your terminal or computer equipment, please contact your vendor or local systems technician. To report an apparent problem with PACER (for example, the phone not answering) or for answers to general technical questions you may contact appropriate court personnel.

3. Using PACER

 To use the system, just follow the steps in this checklist.

1. SET UP YOUR EQUIPMENT - If you are using a terminal or terminal with printer, just turn everything on. If you're using a PC or other computer system, use your standard startup procedure. You'll need to communicate at 1200, 2400 or 9600 baud, 8 data bits, one stop bit, and no parity; this standard setup may already be the default in your system.

2. DIAL THE COURT'S COMPUTER NUMBER(S) - Use your modem to dial in to the court public access system. You should receive a login prompt shortly after the connection is made.

3. LOG IN - Enter the user name and password given to you by the court.

4. SELECT A MENU OPTION - Enter a number for the Option desired.

4. Tips on Using PACER

There are a number of ways you can use this public information program to rapidly get just what you need. Here are some special features and techniques which can save you time and effort.

4.1 Litigant Analysis

You can use this system to learn more about other cases involving the same party. For example, if you are working on a suit against XYZ Corp., you can search the corporate name to find out if anyone else is also currently involved in a case with the same company.

4.2 Searching for Registry of Claims

You have two options. If you want **all** case-related information including registry of claims choose the Case Information option; but if you want **only** the registry of claims use the Listing of Registry of Claims option.

4.3 Searching by Name

In a typical bankruptcy court, there are over 20,000 people and organizations currently on the main court computer. The PACER system will search for a party[2] any way you want to ask for it. It is helpful, though, if you ask for the name the same way that it was entered on the computer. Let's look at some ways to make this easier. In any court, there are quite a number of people who actually enter cases into the computer. Because of this, there can be some variations in how a name actually goes in, and you may have to try several searches to find a party of interest. For example, the United States Air Force could be done in several ways:

---

[2]Note that attorneys and judges may not be searched using the PACER system.

- United States Air Force
- U.S. Air Force
- U.S.A.F.
- USAF Air Force

The court has a special "style sheet" to help keep names as uniform as possible. Contact court personnel if you are having difficulty locating a common organization. Because PACER is not case sensitive, you do not have to pay any attention to the use of capitals or lowercase letters. If your first attempt to search a name is not successful, use your imagination. Often common words are abbreviated, such as "ASSN.", "DEPT.", and "CORP.".

4.4 Common Names

It is possible to look up a case with PACER using any of the parties in the case. However, names which represent very active litigants (such as "USA") are not a very good choice to search with. If you use a party who is in too many cases, the system will take longer searching and formating output than it would if you had been more specific.

The solution is to use a more unique litigant to find the case of interest. If, for example, you want to look up a case of John Q. Watchburg vs. USA, do your search on the name "Watchburg" rather than on the too-common "USA".